



EMPLOYEE HOUSING RENTAL APPLICATION

_____ **New Application**

_____ **Update to Application on file**

_____ **Transfer Request**

- Applicants must be full time Navajo Nation employees that have completed their introductory period.
- Temporary or seasonal employees are **NOT** eligible for housing.
- **PLEASE WRITE LEGIBLE and NO ACRONYMS or ABBREVIATIONS'**

Date: _____

APPLICANT INFORMATION

Please submit original form

Primary Applicant

Name: _____

SS#: _____

Mailing Address: _____

Current Physical Residence: _____

Other Contact No.: () _____

Position Title: _____

Office Phone No.: () _____

Department Name: _____

Division: _____

Length of Employment: _____

E-Mail: _____

Secondary Applicant (if applicable) **MUST be a full-time Navajo Nation Employee**

Name: _____

SS#: _____

Other Contact No.: () _____

Position Title: _____

Office Phone No.: () _____

Department Name: _____

Division: _____

Length of Employment: _____

E-Mail: _____

☐

Political Appointee**

☐

Professional Position**

☐

Regular Status Employee

** If you are a Political Appointee (Executive/Legislative Branch) or in a Professional Position (Judicial Branch), please attach letter from the Branch Chief indicating this information.

OTHER OCCUPANTS THAT WILL BE LIVING WITH YOU

FULL NAME	RELATIONSHIP	AGE	EMPLOYER (if applicable)

If more space is required, please add additional sheet to this application

UNIT SIZE REQUESTED

Determination will depend on number of occupants

SELECT ONE OPTION.

☐

Efficiency Apartment (studio)

(ONE person only)

☐

1 Bedroom Apartment

(ONE or TWO people only)

☐

2 Bedroom Apartment/Mobile Home

(TWO to FOUR person only)

☐

3 Bedroom House/Mobile Home

☐

4 Bedroom House

Date Received

- continue on reverse -

The information provided will be verified for security purposes.

Do you have pets? (pet deposit required) ☐ NO ☐ YES List Pets:

If so, an approved Acknowledgment Form must be signed and on file for each pet with Employee Housing.

NAME _____

PHONE #

ADDRESS

RELATIONSHIP

REASON(s) FOR APPLICATION

Primary Applicant*

Secondary Applicant

___ Copy of Driver's License(s) OR Identification Card(s) for all individuals in household over 18
Information provided verified with public safety (local/state)

REQUIRED: UPDATE HOUSING APPLICATION ON A YEARLY BASIS!

EMPLOYEE HOUSING PROGRAM – RENTAL APPLICATION

ELIGIBILITY REQUIREMENTS:

1. Full-time Navajo Nation employees and their immediate family members (spouse, children) shall be permitted to reside in Navajo Nation–owned houses.
2. Temporary employees, seasonal employees, employees not completed with their Introductory Period (90-days), and chapter officials are not eligible for Navajo Nation–owned Employee Housing.
3. When an Employee Housing Rental application is submitted, it will be kept on file as long as the application is updated yearly. **(within the first four (4) weeks of October.)**

ASSIGNMENTS:

1. Housing assignments shall be made in the following order: a) Political appointees (Executive & Legislative) and Professional Positions (Judicial) b) Public Safety Officials c) Regular Full-Time Employees
2. Housing assignments are determined by official family composition and on the availability of housing units.

APPLICATIONS:

1. Waiting list of applicants is maintained by the date the application is received.
2. Applicants who refuse an assignment will be removed from the housing list. a) If an applicant wishes to remain on the list, their application will be moved to the end of the list they were on. b) Applicants may voluntarily remove their names from the waiting list with a written request to the EHP.
3. The applicant and their household occupants (referenced on the Applicants housing application) and their guests must comply with all applicable Navajo Nation laws and Employee Housing Rules and Regulations while residing in Navajo Nation–owned housing units.
4. The applicant and their household occupants occupying a unit shall not exceed the maximum occupancy standards or have more than one (1) family occupying a unit.
5. A Move-In Inspection shall be completed by Maintenance Personnel before the Applicant is giving the key to begin occupying the assigned housing unit. A Move-Out Inspection will also be completed when the Applicant moves out.

TRANSFERS:

If a transfer request is granted to a current Lessee, the Lessee will have fourteen (14) calendar day to move from their current unit into their re-assigned unit. No Exceptions. a. A charge of \$175.00 will be applied to the transfer to cover utility fees. b. Failure to transfer to the newly assigned unit will place the Lessee on a double occupancy status. This will result in additional rental and utility charges. NO Exceptions.

OTHER INFORMATION:

1. Employee Housing Program reserves the right to deny housing to applicants and/or household occupants convicted of crimes under Federal, State and Navajo Nation laws. In the interest and safety and security of the Employee Housing residential housing units the EHP may verify household occupants.
2. Pets required a non-refundable deposit of \$125.00 for the first pet; \$125.00 for the second pet; \$175.00 for the third pet; \$175.00 for the fourth pet. **NO pets are allowed in the Bonito Apartment and Efficiency Apartment area.**
3. Important information from EHP will be posted on the program website at www.nnehp.navajo-nsn.gov
4. All fees required by NTUA to open a utility account MUST be paid in full before a key is given out to a new Lessee/Applicant.